



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement
20-2014

OPEN TO: All Interested Candidates
POSITION: IRC Outreach Coordinator FSN-07**, FP-07** (Please refer the position title or VA number in your application to be considered)
OPENING DATE: April 20, 2014
CLOSING DATE: May 04, 2014
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 1,276,975* (Grade 07)

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH

*This represents the total annual compensation including salary, bonus and benefits.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Algeria is seeking an individual for the position IRC Outreach Coordinator in the Public Affairs Office

BASIC FUNCTION OF POSITION

The incumbent works in the Information Resource Center (IRC) and provides new-media as well as traditional information and program-related outreach to target audiences, especially youth, government officials, civil society leaders, and opinion leaders, and provides data and research to various institutions on a wide variety of subjects. Interacts and engages significantly with members who seek to converse primarily in English. Conducts research in response to complex inquiries for information from high level target audiences, Public Affairs staff, and other agencies at post. Develops and maintains contact with high-level and mid-level target audience members. Supports the day-to-day operational responsibilities of managing the IRC, such as programming, cataloging, and handling IRC membership. Serves as Deputy IRC Director and Acting Director when the IRC Director is absent.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Required Education: A university degree is required.

2. Prior work experience: Three years of work experience of increasing responsibility in library, academia, administrative or program management experience is required.

3. Language Proficiency: Level 4/4 in English, Arabic and French is required.

4. Other criteria: Excellent knowledge of Internet and electronic research and communications issues, electronic retrieval and delivery tools and new-media technologies and applications. Excellent knowledge of the current state of information technology and communications, public diplomacy programs, public affairs techniques, outreach activities and products. Research inquiries require that the incumbent have an in-depth knowledge of host country and U.S. foreign affairs policies, legislative and other domestic issues of relevance to U.S. Embassy goals. Good knowledge of host-country political processes, social structure, media, and government and academic institutions, U.S. society and U.S. Government policy priorities.

5. Other Skills and abilities:

Excellent customer service orientation to target audience. Excellent interpersonal and cross cultural skills. Ability to carry out reference searches and respond rapidly to complex requests, often for breaking news; to work effectively with American and foreign national staffs; to independently plan, organize, and carry out assigned responsibilities using new-media based technologies. Excellent communication skills, especially writing skills. Ability to work independently, to evaluate validity and policy relevance of informational materials, to prioritize and organize work responsibilities in order to meet urgent deadlines, and to solve problems. Considerable initiative required in maintaining new-media tools and applications at peak effectiveness, in developing new communication strategies, and in identifying and obtaining information needed from US sources.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members that currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested applicants for this position must submit: (1) and (2) below:

1. Preliminary Documentation
 - Embassy application form (usually the Application for Employment DS-174, available at the HR Office) or a current resume or curriculum vitae that provides the same information as a DS-174.
 - Letter of Interest. You must attach to the letter:
 - References: Be ready to provide contact information (i.e. name, address, phone

number, email address) for three (3) current and/or previous supervisors should you be chosen for an interview.

- Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).

2. Proof of education.

- Copies of relevant diplomas or degrees (as required) by the position.
- Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

Unsuccessful applicants will not receive an invitation to attend the interview.

THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.

CLOSING DATE FOR THIS POSITION: May 04, 2014

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**

Attention: IRC Outreach Coordinator, Vacancy Announcement #20-2014

Point of Contact: Human Resources Office

For quickest reception fax to: 0770 082 288

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers_app@state.gov**

Note: Only the best qualified applicants will be contacted for test and an interview

Drafted: NBentoura

Cleared: KRoberts

Approved: DFerguson